

FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	CBO Analyst/Phone:
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Legislation Title: AN ORDINANCE relating to land use and zoning; amending the title of Chapter 23.41; amending Sections 23.41.002, 23.41.008, and 23.41.010 of the Seattle Municipal Code to clarify the purpose and intent of Design Review and the authority and scope of the Design Review Board; adopting updated Seattle Design Guidelines for citywide application, except for Downtown; and adopting reformatted neighborhood-specific design guidelines.

Summary of the Legislation: An ordinance to approve updated Seattle Design Guidelines and related neighborhood design guidelines for 18 neighborhoods, along with corresponding revisions to Chapter 23.41 of the Land Use Code.

Background: The purpose of the legislation is to adopt revised and updated design guidelines used for the review of multifamily and commercial projects under the provisions of the Design Review Program. The updated guidelines represent the first substantial and complete revision of the guidelines that were originally drafted at 1998 at the inception of the Design Review Program. The guidelines were updated in order to eliminate redundancies in the guidelines, better organize and reduce the number of guidelines, incorporate current best practices in design review and design guidelines, and address design issues not contemplated during the drafting of the original guidelines.

Given the complementary and integrated role of neighborhood guidelines with design guidelines that apply citywide, the update also includes reorganization of existing neighborhood guidelines to match the organization and format of the updated Seattle Design Guidelines. No substantive content of existing neighborhood guidelines has been changed; only the organization and formatting of the supplemental guidance provided by the neighborhood guidelines has been revised.

Please check one of the following:

☒ **This legislation does not have any financial implications.**

☐ **This legislation has financial implications.**

Other Implications:

- a) **Does the legislation have indirect financial implications, or long-term implications?**
The legislation would result in approximately \$12,000 of administrative cost for DPD.
The following is a detailed breakdown of the cost of implementation of the new guidelines:

Task	Staff time (hours/hrs)
Updating the existing templates & checklists (meeting facilitation material)	100 hrs
Training (10 planners x 2 hrs + 4 hrs training prep)	24 hrs
Quarterly Training for Design Review Board members (4 sessions x 2 hrs x 2 trainers) + 10 hr follow-up	26 hrs
Learning Curve on projects (3 hrs/permit application) x 30 permit applications	90 hrs
Create cross reference tool	40 hrs
Website update	10 hrs
Develop abbreviated versions of guidelines for use by Boards	10 hrs
Total staffing impact	300* hrs

*Administrative overhead is calculated at \$40/hr.

- b) **What is the financial cost of not implementing the legislation?** Beyond the training and upfront administrative costs discussed above, the intent of the legislation is to make Design Review more efficient for the staff and permit applicants. Any cost benefits associated with improved process efficiency would be lost if the legislation is not implemented.
- c) **Does this legislation affect any departments besides the originating department?**
No.
- d) **What are the possible alternatives to the legislation that could achieve the same or similar objectives?** The update of the design guidelines is intended to eliminate redundancy, improve the organization and reduce the number of guidelines. As an alternative, the existing guidelines could be maintained, but that would not achieve the objective of the proposed legislation. There are not other alternatives.
- e) **Is a public hearing required for this legislation?** Yes.
- f) **Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?** A notice will be required in the Daily Journal of Commerce for the City Council public hearing.
- g) **Does this legislation affect a piece of property?** The legislation affects multifamily and commercially zoned land when development is proposed at the thresholds requiring Design Review as part of a Master Use Permit application.
- h) **Other Issues:** None.

List attachments to the fiscal note below: None.